



Organisation:	Watergrove Trust
Academy:	Wardle Academy
Section:	Associate Staff
Location:	Birch Road, Wardle, Rochdale, OL12 9RD
Job Title:	Lunchtime Organiser
Scale:	Grade 2, points 3 - 4
Hours	7.5 hours per week, term time only.

Watergrove Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

RESPONSIBILITIES

The postholder must:

- Perform his/her duties in accordance with Equal Opportunities Policies.
- Ensure that the Trust's commitment to public service orientation and care of our customers is provided.
- Be able to render regular and efficient service to undertake the duties of this post.

PURPOSE AND OBJECTIVES OF THE ROLE

To serve hot and cold meals to students in the dining area and undertake the supervision, security, welfare and good conduct of students during the lunchtime period.

Safeguarding

- Fulfil responsibilities and obligations in relation to safeguarding.

Financial

- Resources

Relationships (not exhaustive)

Headteacher
Students

Senior Leadership Team
Associate Staff

Teachers
Visitors External Agencies

Parents/Carers

Values and Behaviours

The Wardle Way:



Wardle Academy has high expectations of students and staff and we expect our employees to be aware of, and apply these values and behaviours at all times.

Principal Responsibilities

- To undertake the supervision, security, welfare and excellent conduct of students during the lunchtime break, enforcing the expected standards of school discipline.
- To oversee the dining arrangements, including the hygiene of students and the dining area.
- Attend to first aid needs of children.
- To assist staff in the setting up and closing down of the dining area.
- Serve students in the dining area during the busy lunchtime period.
- General cleaning duties eg. sweeping, mopping the floors, wiping tables and trays.
- Excellent customer service

SECONDARY DUTIES

- Uphold the professional standards expected of every member of Trust staff in all dealings with colleagues, students, parents/carers and the wider community and adhere to the principles expressed in the aims of the Trust.
- To participate in programmes of training when required. Actively contribute to the continued development of the Trust by attending training, participating in relevant meetings when required. To demonstrate a commitment to self-review and professional development.
- To demonstrate unconditional positive regard to all students in the academy at all times



- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns as appropriate.
- To support and participate in a team working across the Trust, including working within other areas/ schools as required in the light of operational needs of the Trust and to facilitate the career development of the post holder.
- The postholder's duties must at all times be carried out in compliance with the Trust's Equal Opportunities Policy and other policies designed to protect employees or service users from harassment.
- Take reasonable care of the health and safety of self, other persons and resources whilst at work.
- Cooperate with management of the trust as far as is necessary to enable the responsibilities placed upon the trust under the Health and Safety at Work Act to be performed, e.g. operate safe working practices including both mental and physical wellbeing.
- It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards anyone. The postholder should counteract such practice or behaviour by challenging or reporting it.
- Play a full part in the life of the Academy community, supporting our ethos and values encouraging staff and students to follow this example.
- Support the Academy and the Trust in meeting our legal requirements for worship.
- Actively promote the Academy and Watergrove Trust corporate policies.
- Any other activity commensurate with the role as directed by the Headteacher or their designate.

Job Description Prepared by: _____ Date: _____

Postholder Signature: _____ Date: _____

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post holder



Watergrove Trust Person Specification

Organisation :	Watergrove Trust		
Academy:	Wardle Academy	Post:	<i>Lunchtime Organiser/Catering Assistant</i>
Section :	Associate Staff	Grade:	Grade 2

Note to Applicants:

Essential Criteria (E) are the qualifications, experience, skills or knowledge that you MUST SHOW YOU HAVE to be considered for the job.

There are a range of methods by which this information can be obtained. The 'How Identified' column illustrates how the Trust will obtain the necessary information about you.

For example: Where **(AF)** is indicated next to an *Essential Criteria* you MUST include details relating to this aspect in your **Application Form**. You must include examples from either paid or voluntary work. Do not leave gaps in employment.

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Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview C Certificate
Qualifications		
A good standard of general education	D	AF, C
Well-developed Maths and English skills (by qualification or experience)	D	AF,C
Knowledge, Ability & Skills		
The importance of safeguarding/child protection when working in a school setting	E	AF, I
ICT literate	D	AF, I
Experience of working with young people	D	AF, I
Work effectively within a team environment, understanding roles and responsibilities	E	AF, I
Continually develop and extend own working practices	E	AF, I
Ability to establish and maintain positive working relationships	E	AF, I
Communicate effectively with staff and students	E	AF, I
Excellent customer care skills	E	AF, I
Promote a positive ethos and role model attributes	E	AF, I



Use initiative and work independently as required	E	AF, I
Ability to write clearly and accurately	E	AF, I
Ability to motivate enthuse and inspire staff and students	E	AF, I
Teamwork and the sharing of best practice	E	AF, I
Demonstrate impact and presence	E	AF, I
A growth mind-set and commitment to life-long learning	E	AF, I
Enthusiasm and pride in your work	E	AF, I
Appropriate appearance and presence	E	AF, I
Sense of humour	E	AF, I
Application		
Readability and evidence of care	E	AF
Specific application to Wardle Academy, our philosophy and values	E	AF
Originality	E	AF
Values and Behaviours		
The Wardle Way: W - Well-being A - Ambition R - Respect D - Diversity L - Leadership E - Empathy Please confirm that you are willing to adhere to these values	E	AF, I
Special Working Conditions		
Requirement to undertake First Aid Training and provide first aid cover as necessary, participating on the rota of provision.	D	AF, I
Lifting and carrying equipment as required	E	AF, I
Full Driving licence	D	AF, I
All posts require satisfactory pre-employment checks including enhanced DBS clearance prior to appointment	E	
You will be expected to at times work outside normal working hours to participate for example supporting at Events, Open Evenings, Parent's Evenings as and when required	E	AF, I

